

DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 1
(May be underfilled as a Leadership Associate (Confidential))

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Current State employees only

Location: 460 Capitol Ave., Hartford

Job Posting No: 88656

Hours: 40 hours/week – Monday - Friday (First Shift)
some evening and weekend hours may be required

Salary: \$59,261 – \$80,808 (MP-57) - for EEO Specialist 1
\$56,298 – \$80,808 (VR-99) - for Leadership Associate (Confidential)

Closing Date: April 21, 2014

Eligibility Requirement:

To be considered for the Equal Employment Opportunity Specialist 1 classification, candidates must be a current State employee and have passed the Equal Employment Opportunity Specialist 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classifications. State employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

To be considered for the Leadership Associate (Confidential) classification, candidates must be a current State employee and meet the minimum qualification requirements outlined below.

Examples of Duties:

This position is within the DDS Equal Employment Opportunity Division. Incumbent will be work on affirmative action plan development, will conduct trainings, and will assist with investigations of complaints of discrimination and/or sexual harassment. Will perform related duties as required.

General Experience for Equal Employment Opportunity Specialist 1: Six (6) years of professional experience in affirmative action, equal opportunity assurance or human resources management.

Special Experience for Equal Employment Opportunity Specialist 1: Two (2) years of the General Experience must have involved primary responsibility for affirmative action or equal opportunity assurance in an employment setting.

Minimum Qualifications Required for Leadership Associate

Knowledge, Skill And Ability: Considerable oral and written communication skills; interpersonal skills; considerable ability to understand and apply state and federal laws, statutes and regulations; considerable ability to analyze and solve problems; considerable ability to effect and manage change; considerable ability to plan for and implement excellent customer service; considerable ability to learn a new knowledge base in functional area; considerable ability to learn and apply policy and procedure; managerial aptitude.

Experience And Training: Candidates must be able to meet the experience and training requirements of the Equal Employment Opportunity Specialist 1 job class at the completion of the development program.

Special Requirements for all candidates:

- 1 - Incumbents in this class will be required to travel.
- 2 - Incumbents in this class must complete ten (10) hours of training during the first year of service or designation and a minimum of five (5) hours per year thereafter. This training shall include (1) state and federal discrimination laws and (2) internal discrimination investigation techniques which will be provided by the Commission on Human Rights and Opportunities and the Permanent Commission on the Status of Women.

Preferred Skills & Experience:

- Documented experience in development of state or federal affirmative action plan.
- A proven record of training employees about EEO/affirmative action laws or policies.
- Ability to use computer software to include: Microsoft suite (Excel, PowerPoint, & Word)
- Excellent written and verbal Communication Skills
- Good Organizational Skills

If this position is filled as a **Leadership Associate** the incumbent will participate in a formal development program designed to provide the necessary knowledge and skills to qualify for appointment to the EEO Specialist 1 job class. Incumbents in the Leadership Associate job class will be eligible for reclassification without examination to the EEO Specialist 1 job class upon successful completion of the development program and satisfactory services. The length of the development program will be designed around the requirements of the EEO Specialist 1 job class and the prior experience of the incumbent but in no case will it be less than one (1) year or exceed three (3) calendar years in accordance with C.G.S 5-234.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure:

Interested and qualified candidates who are current state employees and who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Candidates must also provide copies of their last two performance appraisals.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

Department of Developmental Services — Central Office

460 Capitol Avenue

Hartford, CT 06106

Attn: Ms. Daimar Ramos

Email: DDS.CO.Recruiting@ct.gov Phone: 860-418-6121 Fax: 860-920-3045

[Application materials can be mailed, faxed, or emailed.](#)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.